

UNNUMBERED LETTERS ISSUED FOR THE MONTH OF NOVEMBER 2006

Dated	Subject	Distribution
11/02/06	Spot Awards	N.O.O. & S/D
11/09/06	Request for Fiscal Year (FY) 2007 Rental Assistance Data for Renewal Needs for Multi-Family Housing	S/D
11/14/06	Annual Records Management Questionnaire	S/D & N.O.O
11/14/06	Fiscal Year 2006 State Internal Review Summary Report	S/D
11/15/06	Interest Rate Changes for Housing Programs and Credit Sales (Nonprogram)	S/D, RDM & A/D
11/15/06	5-Level Performance Management System	S/D
11/27/06	Business and Industry Guaranteed Loan Program Funding Procedures	S/D
11/30/06	Travel Bridge Solution Transaction Fees	All RD Employees

November 2, 2006

SUBJECT: Spot Awards

TO: National Office Officials
Rural Development State Directors

ATTN: Administrative Program Directors
Human Resources Managers

On August 6, 2006, the United States Department of Agriculture (USDA) increased the maximum award amount for Spot Awards from \$500.00 to \$750.00. USDA left it to the discretion of each agency to make the decision to either leave or increase their maximum award amount. Since there are other avenues available for supervisors to recommend recognition for a higher monetary amount, namely the Extra Effort Award, Rural Development has opted not to adopt the increase of the base amount for Spot Awards.

Furthermore, increasing the base amount of Spot Awards would have a budgetary impact on the agency. When an employee receives a Spot Award, the agency incurs the cost of taxes, in addition to the base dollar amount of the award. The cost of taxes is approximately fifty-eight percent for an employee under the Federal Employees Retirement System, and forty-four percent for an employee under the Civil Service Retirement System. This would have a significant effect on the agency's financial resources.

If you have any questions, please call Norma Valdes, Human Resources Specialist, at (202) 692-0198 or by e-mail at norma.valdes@wdc.usda.gov.

(Signed by Sherie Hinton Henry)

SHERIE HINTON HENRY
Deputy Administrator
for Operations and Management

EXPIRATION DATE:
November 30, 2007

FILING INSTRUCTIONS:
Administrative/Other Programs

Sent by electronic mail on November 6, 2006 at 10:30am by Human Resources.
State Directors and National Office Officials should notify other personnel as appropriate.

November 9, 2006

TO: State Directors
Rural Development

ATTN: Multi-Family Housing Program Directors/Coordinators and
Automated Multi-Family Accounting System (AMAS) Coordinators

FROM: Russell T. Davis *(Signed by Russell T. Davis)*
Administrator
Housing and Community Facilities Programs

SUBJECT: Request for Fiscal Year (FY) 2007 Rental Assistance Data for Renewal Needs for
Multi-Family Housing

The purpose of this memorandum is to obtain verified data concerning the need for renewal Rental Assistance (RA) during FY 2007. This data will be used to allocate renewal RA and must be accurate.

Each State AMAS Coordinator will receive an electronic copy of the RC-823, "Unliquidated Rental Assistance Obligations Estimated Fund Depletion Report" located at <https://mfhdemoteam.sc.egov.usda.gov/RA>. To access the electronic report, locate the "Documents" heading in the left navigation bar. Select '823 C' or '823 D-E' and then select your respective state from the list. This report should be immediately forwarded to your servicing offices for review and compilation of expiring RA obligations that need to be renewed during the time period of January 1 through December 31, 2007. In the past, each servicing office was asked to manually review and verify expiring RA obligations needing to be renewed. Beginning this fiscal year, servicing offices should review and verify the electronic version of the RC-823 report. See Attachment A for instructions on updating information on the <https://mfhdemoteam.sc.egov.usda.gov/RA> website.

To help identify renewal RA needs, the following steps should be followed:

1. The AMAS Coordinator should update the automated RC-823C report and verify project-by-project RA renewal needs for only those projects with RA agreements that will run out of funds during the time period of November 2006 through December 31, 2007.

EXPIRATION DATE:
September 30, 2007

FILING INSTRUCTIONS:
Housing Programs

2. Enter in any additional projects that are not listed on the report, but need to be renewed during the November 1, 2006 through December 31, 2007, time period. Projects currently scheduled to deplete between January 1, 2008, and March 31, 2008, need to be evaluated to determine if RA is being used at a rate that would cause the obligation to need renewal during FY 2007.
3. The servicing office should identify and update the quarter in which the project's RA will be depleted. When examining RA agreement usage to determine which quarter the RA will deplete, utilize the average of the last 3 months' RA usage. The last 3 months' average will provide the most accurate indicator of usage by taking into account recent rent increases and usage by current tenants.
4. To assist you in determining the correct number of needed RA units, you may wish to review additional sources for verifying renewal needs, such as your RA tracking records; RC-620 Report, "Rental Assistance Management Report;" FOCUS Report AM10, "RA Units Used/Not Used Report;" MFIS Report PRJ2200, "Rental Assistance Agreement;" or FOCUS Report, "RAEXPIRE." (See Attachment B for instructions regarding using "RAEXPIRE").
5. Refer to the AMAS Manual, Chapter 9, "RA Management," for additional information.
6. Please DO NOT include units identified as Hurricane RA as part of the count for units that need to be renewed. Hurricane RA units were designated in FY 05 obligations as unit types D, J, and S. These units have been identified on the new website.
7. **DO NOT INCLUDE EXPIRING RA OBLIGATIONS THAT HAVE ALREADY BEEN RENEWED WITH A RENEWAL OBLIGATION.** The AMAS Coordinator should ensure and confirm that RA obligations that were renewed, but still appear on the report because of an unliquidated balance on the expiring obligation, are deleted from the automated report and are not "double counted." Since the RC-823 report was run as of June 30, 2006, RA obligations that have been renewed since June 30, 2006, must be removed.

NOTE: Renewal RA should not be obligated earlier than 90 days prior to the projected depletion of funds. Example: An RA obligation that will deplete during the January 1 to March 31 quarter should not be obligated prior to October of the preceding year.

Along with the RC-823, "Unliquidated Rental Assistance Obligations Estimated Fund Depletion Report," are Parts D & E entitled, "RA Agreements Inactive for 3 Months or More." In order for the National Office to determine that RA is being properly utilized, it will be necessary for you to respond regarding the status of each of the obligations shown outstanding on the RC-823 D & E report. Please review and make notations on the automated report as to which of the following conditions exist:

1. Now Being Used
2. Renewal - To Be Used
3. New Construction - Not Operational
4. Acceleration / Foreclosure In Process
5. Inventory Property
6. Rehabilitation In Progress
7. Hurricane Units
8. Other (Provide Explanation)

Each State AMAS Coordinator should send an e-mail notification to Melinda.C.Martin@wdc.usda.gov once the review and verification process for the state has been completed. Please use the automated system located at <https://mfhdemoteam.sc.egov.usda.gov/RA> to review and update the RC-823 report no later than November 20, 2006. If you have any questions, please contact Melinda Martin at (202) 720-0054.

Attachments

INSTRUCTIONS FY 2007 RENEWAL RA MONITORING WEBSITE

Website address: <https://mfhdemoteam.sc.egov.usda.gov/RA>

* State AMAS Coordinators have been granted permission to access the new automated website. To request that permission be granted to additional employees in your state, send a request to Melinda.C.Martin@wdc.usda.gov.

823 C Update

1. To view projects needing renewal RA during FY 2007, locate your State Name and Servicing Office in the master list displayed. Select '823 C' to view the list of projects.
2. Locate the navigation bar below the heading "RA Renewal". Select "Edit in Datasheet".
3. A list of all of the projects for each state is displayed. Click on the down arrow next to the heading "State Name". Select your state from the drop-down list. Details for all projects needing renewal RA in your state are displayed.

NOTE: If you prefer to sort the projects by servicing office, click on the down arrow next to the heading "Servicing Office". Select 'Sort Ascending'.

4. Verify project details with close attention paid to the number of units scheduled for renewal by quarter. If any of the project details are incorrect, the data should be updated. Update project details. The system automatically saves all information entered.
5. If a project on the list has recently been renewed, place cursor over the green box to the left of the project name. Right click and select 'Delete Rows'.
6. If a project needing renewal RA is missing from the list, add the project details in the empty row at the bottom of the datasheet.

NOTE: For multiple entries, a new empty row automatically appears once information is added to the existing empty row.

823 D-E Update

1. To view the inactive RA agreements for your state, locate your State Name and Servicing Office in the master list displayed. Select '823 D-E' to view the list of projects.
2. Locate the navigation bar below the heading "RA Renewal". Select "Edit in Datasheet".

3. A list of all of the projects for each state is displayed. Click on the down arrow next to the heading "State Name". Select your state from the drop-down list. Details for all projects with inactive RA agreements in your state are displayed.
4. Locate the 'Explanation' column. Click on the empty cell next to the borrower name and a drop down arrow appears. Click on the arrow and a drop down menu appears. Make a selection from the list. Repeat process for each project with an inactive RA agreement in your state. The system automatically saves all information entered.

						RA	RA		
CTY				BOR		RENT	AGRMT	UNIT	RA
ST	AREA	CDE	IDNBR	PRJ	NAME	CDE	NBR	TYP	MOS
UNITS									
45	601	004	0050382405	0038	VILLAGE ASSOCIATES	EL	950100	K	9
2			0050388521	0013	GLOCESTER HOUSING	EL	810102	1	19
19							870103	3	12
14							960100	K	14
2									
30		006	0222537948	0033	PEACE DALE UNITED	EL	990100	H	15
*TOTAL DSTCDE									14
67									
*TOTAL STCDE									14
67									
TOTAL									14
67									

THIS REPORT MAY INCLUDE BORROWERS WHO HAVE HAD UNITS ALREADY REPLACED

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> exec raexpire
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Then the system will ask for the following information:

PLEASE SUPPLY VALUES REQUESTED

STATE_CODE= > 45	(Enter your state code)	
BEGTERM= > 5	(Enter the number of months from current month requesting to see the beginning list of units will be expiring) – then hit “enter” key	If current date is Sept. 2006, want to see everything expiring beginning January 2007. (Five months – Sept., Oct., Nov., Dec. & Jan.)
ENDTERM= > 16	(Enter the number of months from current month requesting to see the ending list of units will be expiring) - then hit “enter” key	If current date is Sept. 2006, want to see everything expiring ending December 2007. (Sixteen months – Count Sept. 2006 through Dec. 2007.)

> NUMBER OF RECORDS IN TABLE= 349 LINES= 31
(BEFORE TOTAL TESTS)

PAUSE.. PLEASE ISSUE CARRIAGE RETURN WHEN READY

November 14, 2006

SUBJECT: Annual Records Management Questionnaire

TO: Rural Development State Directors
Rural Development National Office Officials

ATTN: Administrative Program Directors
Management Control Officers

Attached please find the annual Records Management Questionnaire. Please have someone from your organization who is familiar with your office records process and procedures complete the attached Records Management Questionnaire by December 15, 2006. The completed Questionnaire can be faxed to Andrea Jenkins, Records Officer for Rural Development, at 202-692-0013 or sent via e-mail to andrea.jenkins@wdc.usda.gov. Only one questionnaire per organization should be submitted to avoid duplication. State Offices should submit a completed questionnaire for the State Office and each Area and Local Office. For tracking purposes, please state in full the office for which the questionnaire is being submitted.

If there are any questions or concerns, please call Ms. Jenkins at 202-692-0029.

(Signed by Sharon Randolph)

SHARON RANDOLPH
Assistant Administrator for
Procurement and Administrative Services

Attachment

EXPIRATION DATE:
December 31, 2007

FILING INSTRUCTIONS:
Administrative/Other Programs

Sent by electronic mail on 11/28/06 at 11:30 a.m. by the Support Services Division.
State Directors and National Office Officials should notify other personnel as appropriate.

NATIONAL OFFICE
MANAGEMENT CONTROL REVIEW (MCR)

RECORDS MANAGEMENT

Date: _____

Agency: _____

Office: _____

Name: _____

Title: _____

Phone No.: _____

Records Management Information:

Yes No

☐☐

1. Are files set up in accordance with current Rural Development Records Instructions?

☐☐

2. Are procedures followed for filing, charging out, and refiling records, including adhering to security of records containing personal information (such as Social Security Numbers or credit reports)?

☐☐

3. Are reference files separated from official files?

☐☐

4. Are program files separated from administrative files?

5. Please estimate the amount of cubic feet of official records in the immediate office, staff/division.

☐

Less than 25 cubic feet

☐

25 – 50 cubic feet

☐

51 – 100 cubic feet

☐

101 – 150 cubic feet

☐

151 – 200 cubic feet

☐

Over 201 cubic feet

Yes No

6. How are these records housed?

☐

File cabinets and/or shelving

☐

Boxes

☐

No filing system (desk tops, floor, etc.)

☐☐

7. Is there a complete inventory of these records?

☐☐

8. Are official records archived to a central depository or file room?

☐☐

9. Are official records retired on an annual basis to a Federal Records Center?

☐☐

10. Are official records retired on an annual basis to a commercial Records Center? (If yes, give name and address of facility.)

☐☐

11. Are official files destroyed in accordance with record retention requirements as set forth in the Rural Development Records Instructions, the National Archives and Records Administration, and/or the United States Code?

☐☐

12. Is an inventory maintained of the records you destroy?

November 14, 2006

SUBJECT: Fiscal Year 2006 State Internal Review
Summary Report

TO: Rural Development State Directors

ATTN: Administrative Program Directors and
Management Control Officers

This memorandum is a reminder that RD Instruction 2006-M, "Management Control System," requires each state to conduct State Internal Reviews (SIRs), a comprehensive evaluation review of program and administrative functions, in its offices during the fiscal year. The State Director is required to submit a Summary Report on the results of the SIRs to the Director, Financial Management Division (FMD).

Please submit your report for Fiscal Year 2006 to FMD no later than **December 29, 2006**. The timely submission of your report will be closely monitored. In the event that all of the reviews in your state have been completed, please feel free to submit your Summary Report to FMD prior to the **December 29, 2006**, due date.

In addition, the RD Instruction 2006-M also requires the following to be submitted to FMD:

- A copy of the SIR 5-Year Plan whenever it is updated or revised:
 - The annual update for Fiscal Years 2007 through 2011 is due by **December 29, 2006**; and
 - Revised between the annual updates when additional changes or updates are made.
- Notification of any change in the Management Control Officer (MCO) designation. (To ensure statewide awareness all state employees should also be notified of any changes to the MCO designation and how to contact them.)

EXPIRATION DATE:
October 31, 2007

FILING INSTRUCTIONS:
Administrative/Other Programs

If you have any questions, please contact John Dunsmuir, Acting Director, FMD at (202) 692-0080.

(Signed by Sherie Hinton Henry)

SHERIE HINTON HENRY
Deputy Administrator
for Operations and Management

Sent by electronic mail on (date) 11/21/06 at (time) 8:45 a.m. by FMD.
The State Director should advise other personnel as appropriate.

November 15, 2006

SUBJECT: Interest Rate Changes for Housing Programs
and Credit Sales (Nonprogram)

TO: Rural Development State Directors,
Rural Development Managers,
and Area Directors

ATTN: Rural Housing Program Directors

The following interest rates, effective December 1, 2006, are changed as follows:

<u>Loan Type</u>	<u>Existing Rate</u>	<u>New Rate</u>
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ALL LOAN TYPES

Treasury Judgement Rate	4.900%	5.070%
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The new rate shown above is as of the week ending October 27, 2006. The actual judgement rate that will be used will be the rate for the calendar week preceding the date the defendant becomes liable for interest. This rate may be found by going to the Federal Reserve web site for the weekly average 1-year Constant Maturity Treasury yield (http://www.federalreserve.gov/releases/h15/data/Weekly_Friday_H15_TCMNOM_Y1.txt).

RURAL HOUSING LOANS

Rural Housing (RH) 502 Low or Moderate	6.000	6.000
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EXPIRATION DATE:
December 31, 2006

FILING INSTRUCTIONS:
Administrative/Other Programs

Single Family Housing (SFH) Nonprogram	6.500	6.500
Rural Housing Site (RH-524), Non-Self-Help	6.000	6.000
Rural Rental Housing and Rural Cooperative Housing	6.000	6.000

Please notify appropriate personnel of these rates.

(Signed by Thomas E. Hannah) for

RUSSELL T. DAVIS
Administrator
Housing and Community Facilities Programs

Sent by electronic mail on 11/16/06 at 8:00 a.m. by PAD.
State Directors should advise other personnel as appropriate.

November 15, 2006

SUBJECT: 5-Level Performance Management System

TO: Rural Development State Directors

ATTN: Administrative Program Directors
Human Resources Managers

With the implementation of the new 5-Level Performance Management System, all performance plans and ratings have to be reviewed by both the rating and reviewing official. Currently State Directors have the authority to serve as the reviewing and rating official for any field positions reporting directly to them except for Area Directors and Program Directors, which have to be reviewed by the National Office.

An unnumbered letter was issued on November 4, 2005, delegating the authority to the State Directors to sign as both the rating and reviewing official for Area Directors and Program Directors. Since that letter has expired, we are in the process of changing Rural Development Instruction 2060-A, Performance Ratings, 2060.8 (a) (4) giving the State Directors the authority to sign as both rating and reviewing officials for all of their direct reports.

In the interim, with my authority as Under Secretary for Rural Development, this letter delegates my authority as reviewing official to the State Directors to sign as both the rating and reviewing official for all positions reporting directly to them.

EXPIRATION DATE:
November 30, 2007

FILING INSTRUCTIONS:
Administrative/Other Programs

If you have any questions or concerns, please contact Norma Valdes at 202-692-0198 or via e-mail at norma.valdes@wdc.usda.gov.

(Signed by Thomas C. Dorr)

THOMAS C. DORR
Under Secretary
Rural Development

Sent by electronic mail on November 16, 2006 at 8:30am by Human Resources.
State Directors should advise other personnel as appropriate.

November 27, 2006

SUBJECT: Business and Industry Guaranteed Loan Program
Funding Procedures

TO: State Directors, Rural Development

ATTN: Business Programs Directors

The purpose of this unnumbered letter is to provide interim procedures to be used to issue Conditional Commitments prior to funding availability. Carryover funds have been apportioned but due to higher priorities-- the FY 2008 budget submission, the funds will not be allocated and put in the system for up to 2 to 3 weeks.

The National Office will notify you when funds become available. Until that time, you may approve applications and issue Conditional Commitments as follows:

1. Enter the applicant into the Borrower Maintenance section of the Guaranteed Loan System (GLS).
2. Do not attempt to reserve or obligate the application in GLS until funds become available.
3. If an application is approved, issue a manual Conditional Commitment to the lender. You may use the blank form in GLS, which will pre-fill some information, the rest of which must be entered manually. The loan should reflect a guarantee fee of 2 percent. The fee will have to be manually calculated and entered on the Conditional Commitment. Additionally, in each of these cases the following **must** be a condition:

“This Conditional Commitment is subject to the availability of funds. No such funds are currently available. If and when funds become available, the Agency will notify the lender and the guarantee process will continue subject to all applicable Agency regulations and conditions set forth in this Conditional Commitment. No Loan Note Guarantee can or will be issued prior to the availability of funding. The lender may close the loan if it chooses to do so prior to funding being available, but will assume all risk of loss prior to any issuance of a Loan Note Guarantee.”

EXPIRATION DATE:
November 30, 2007

FILING NSTRUCTIONS:
Community/Business Programs

4. Enter the applicant in the spreadsheet named "FY 2007 CC Tracking Sheet." The tracking sheet will be distributed electronically via e-mail and a copy is attached to this unnumbered letter. Please update the spreadsheet as each Conditional Commitment is issued. It is important to keep track of each borrower so that it will be easier to obligate funds when funding becomes available.
5. The lender may close these loans, providing they fulfill all the conditions stated on the Conditional Commitment. The lender will assume all risk of loss until the Loan Note Guarantee is issued.
6. When funds become available, Agency personnel may obligate funds in GLS for these loans in the date order approved. When funds have been obligated, lenders should be notified that they may request Loan Note Guarantees. All conditions of the Conditional Commitment must be met in order for the Agency to issue the Loan Note Guarantee. The lender must provide a certification that there has been no adverse change in the borrower's financial condition with the request for issuance of the Loan Note Guarantee.

If you have any questions, please contact the Business and Industry Division,
(202) 690-4103.

(Signed by LeAnn Oliver)

JACKIE J. GLEASON
Administrator
Business and Cooperative Programs

Attachment

November 30, 2006

SUBJECT: Travel Bridge Solution Transaction Fees

TO: All Rural Development Employees

The Office of the Chief Financial Officer has advised the Rural Development Travel Unit that effective November 12, 2006, Electronic Data Systems (EDS) updated the FedTraveler.com transaction fees. The only fee changes affecting Rural Development are the Booking Fees and the Paper Ticket Delivery Fees. A list of the new Transaction Fees is attached.

All services rendered by EDS prior to midnight on November 11, 2006, will be charged the previous transaction fee amounts. EDS will continue providing transaction fee notifications to employees via e-mail.

If you have any questions, please contact one of the Travel Unit staff: Veronica Carroll, (202) 692-0229 or Anthony Pearson, (202) 692-0227. You may also e-mail the Travel Unit mailbox at: ssd.travel@wdc.usda.gov.

(Signed by Sherie Hinton Henry)

SHERIE HINTON HENRY
Deputy Administrator
for Operations and Management

Attachment

EXPIRATION DATE:
November 30, 2007

FILING INSTRUCTIONS:
Administrative/Other Programs

Sent by electronic mail on 12/05/06 at 3:45 PM by SSD.



Updated FedTraveler.com Transaction Fees Effective November 12, 2006

New transaction fees will become effective November 12, 2006. In general, the self-service fees decrease and the non-self service fees increase. The table below provides a comprehensive list of all transaction fees. These "new fees" will go into effect at midnight on November 11, 2006. All services rendered prior to midnight on November 11, 2006 will be charged at the existing fee amounts. After midnight, services rendered will reflect the new transaction fee amounts.

When are services considered "rendered"? For Accommodated Travel Management Centers (TMCs), services are rendered when the reservations are made or the voucher is approved. For Embedded TMCs, services are rendered when the reservation is ticketed or the vouchers are approved.

It is possible to have both existing fees and Contract Line Item Numbers (CLINs) and new fees and CLINs on expense reports during the transition.

Contract Line Item Number (CLIN) Table				
Current Transaction Fee through November 11, 2006	Existing CLIN	CLIN Definition	Transaction Fee - Effective November 12, 2006	NEW CLIN
Booking Fees			Booking Fees	
\$ 11.00	CLIN 0002AA	Self-Service Domestic or International Travel with Air and/or Rail	\$ 8.18	CLIN 0020AA
\$ 8.37	CLIN 0002AB	Self-Service Domestic or International Travel without Air and/or Rail (Lodging and/or Rental Car Only)	\$ 7.24	CLIN 0020AB
\$ 27.09	CLIN 0002AC	Non-Self-Service Domestic Travel with Air and/or Rail	\$ 28.10	CLIN 0020AC
\$ 29.70	CLIN 0002AD	Non-Self-Service International Travel with Air and/or Rail	\$ 32.40	CLIN 0020AD
\$ 10.80	CLIN 0002AE	Non-Self-Service Domestic or International Travel without Air and/or Rail (Lodging and/or Car Rental Only)	\$ 12.48	CLIN 0020AE
\$ 5.38	CLIN 0002AF	Self-Service Domestic or International Travel Reservation Only with Air and/or Rail	\$ 5.27	CLIN 0020AF
\$ 5.18	CLIN 0002AG	Self-Service Domestic or International Travel Reservation Only without Air and/or Rail (Lodging and/or Rental Car Only)	\$ 5.04	CLIN 0020AG
Voucher Fees			Voucher Fees	
\$ 4.84	CLIN 0003AA	Local Voucher (Local Authorization and/or Voucher)	\$ 4.82	CLIN 0021AA
\$ 11.01	CLIN 0003AB	TDY Voucher (TDY Authorization and/or Voucher)	\$ 10.84	CLIN 0021AB
Paper Ticket Delivery Fees			Paper Ticket Delivery Fees	
\$ 5.89	CLIN 0004AA	Paper Ticket with U.S. Mail Delivery	\$ 6.73	CLIN 0022AA
\$ 13.48	CLIN 0004AB	Paper Ticket with Express Delivery	\$ 15.45	CLIN 0022AB
\$ 29.86	CLIN 0004AC	Paper Ticket with Courier Delivery	\$ 29.88	CLIN 0022AC



The information contained in this document is proprietary to EDS and may not be transmitted or disclosed to anyone outside of the Government or authorized representatives of EDS without EDS' written permission. This information may also be transmitted or disclosed to third party Government support contractors assigned to the ETS Program Office functions provided appropriate Confidentiality Agreements are in place to protect EDS' interests.

Frequently Asked Questions

Question: What fees will I be charged if my self-service reservation is ticketed on November 11, 2006 but I don't complete my expense report until November 18, 2006?

Answer: You will be charged the Existing CLIN 0002AA self-service domestic travel with air and/or rail fee of \$11.00 and the New CLIN 0021AB TDY voucher fee of \$10.64.

Question: What fee will I be charged if I amend an expense report that was completed October 31, 2006 at the end of November?

Answer: You will be charged the New CLIN 0021AB TDY voucher fee of \$10.64 for the amended expense report.

Question: What voucher fee will apply if I cancel my ticketed self-service reservation on November 11, 2006 and file my expense report on November 12, 2006?

Answer: You will be charged the Existing CLIN 0002AA self-service domestic travel with air and/or rail fee of \$11.00 and the New CLIN 0021AB TDY voucher fee of \$10.64.

Question: When are paper ticket delivery fees charged?

Answer: These fees are charged at time of ticketing. Therefore, if your reservation is ticketed before November 12, 2006, the existing paper ticket delivery fees are applicable. After November 12, 2006, the "new" paper ticket delivery fees apply.

Question: Do all fees in the table apply to every Agency?

Answer: NO!

Only New CLIN numbers 0020AA, 0020AB, 0020AC, 0020AD, 0020AE, 0022AA, 0022AB, and 0022AC apply to U.S. Department of Agriculture (USDA).

Only New CLIN numbers 0020AF, 0020AG, 0021AA, 0021AB apply to Agencies supported by Accommodated TMCs.

